



**CHRIST CHURCH
CATHEDRAL SCHOOL**
OXFORD

Background

Christ Church Cathedral School is an integral part of Christ Church, the institution founded by Henry VIII in 1546, containing within it a college of the University of Oxford and the Cathedral of the Anglican Diocese of Oxford.

When Henry VIII founded Christ Church and its Cathedral, he made provision for several boy choristers and a schoolmaster. From this royal beginning has grown the present School, which took its current shape with the building of 3 Brewer Street under Dean Liddell (father of Alice immortalised by Lewis Carroll). The School is home to the choristers of Christ Church Cathedral (all of whom board) and to those of Worcester College Chapel and Pembroke College Chapel (day boys). Although not all the remaining pupils are choristers, music permeates the School's life.

It is a preparatory school for up to 150 boys aged up to 13 years with a Co-ed Pre-Prep department and Nursery.





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The School's strengths

At Christ Church Cathedral School, we are committed to developing and providing an environment that is stimulating, challenging and exciting. We aim to get the best from every child in our School by setting high standards, through dynamic teaching, by focusing on the child as an individual and by ensuring that in all areas of school life there is a positive atmosphere where achievement is a given.

We aim to develop the 'whole' child and believe that every pupil at CCCS can succeed. We expect good manners and common courtesy towards all people in all situations and promote appreciation of and respect for difference: everyone here should feel valued and an important part of our community.

The academic objective of the School is to prepare pupils for entry to the senior school of their parents' choice; almost all pupils proceed to schools in the independent sector, by way of the Common Entrance or scholarship examinations. The School has an enviable track record in securing academic scholarships at demanding senior schools, with boys also receiving awards in music, sport, and art. Up to 75% of pupils in a year group have received an award in recent years.





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The School is a centre of musical excellence. Although it is not necessary for the Bursar, or other members of the senior management team, to be a musician, he or she must see music as a central part of the life of the School and maintain the distinctive place of the choristers.

The ethos of the School is shaped by expectations that are always high but which should be appropriate to the individuals concerned. It sets special store by kindness and considerateness in personal relations, while encouraging self-discipline and traditional social values. The School is proud of its Anglican heritage, but at the same time, the School provides a nurturing home to pupils of all beliefs and none.

The teaching work of CCCS rests on a strong foundation of effective pastoral care, in which all members of staff are actively involved. Parents are encouraged to see themselves as partners with the School in the upbringing of their children, and many of them contribute to the life of the institution in important ways.





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The Bursar's role

The Bursar is the School's Chief Financial Officer and Chief Operating Officer and a key member of the School's Senior Management Team (SMT).

Working closely with the Headmaster and the Treasurer of Christ Church, the Bursar plays a major role in the overall management of the School and is responsible for the effective operation of its finance function and financial reporting processes. The Bursar also supports the Headmaster and SMT in developing the School's strategic vision and is responsible for the ongoing improvement of the School's facilities.

The Bursar is assisted by a Finance and Operations Manager who carries out bookkeeping, fee invoicing and collections, bill payments, cash management, and the line management of the School's maintenance and cleaning staff.

The role of the Bursar is evolving as Christ Church looks to achieve greater efficiencies and internal coordination by consolidating its various accounting and payroll platforms. The Bursar will play an active role in this integration process, and the position will be of interest to applicants with experience of challenging internal projects, including business process improvement and financial systems implementation.

Over time, the Bursar's current responsibilities are expected change somewhat, and approximate more to that of the other divisional finance directors at Christ Church, although the overall workload, seniority and principal non-financial responsibilities associated with the Bursar's role would remain broadly similar. The Bursar's current role includes the following:

Financial responsibilities

- Briefing the Headmaster and the School's various governing committees on its financial performance;
- Monitoring the School's cash flow and making regular cash flow forecasts;
- Preparing the School's annual budget as part of the Christ Church-wide financial planning process;
- Preparing monthly management accounts on an accruals basis;
- Providing all required information to the School's auditors in respect of the annual external audit, as part of the overall audit of Christ Church;
- Overseeing fee invoicing and collections;



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- Monitoring the School's fee levels in relation to its peer group and making recommendations about future fee increases;
- In the short term, carrying out the monthly payroll run for School staff;
- Approving the payment of invoices and ensuring the proper approvals process is followed prior to settlement;
- Ensuring the School's compliance in all VAT-related matters concerning VAT reporting, VAT payments and reclaiming of VAT from HMRC. In consultation with Christ Church's external VAT adviser, the Bursar will be expected to investigate the potential for recovering VAT paid in relation to the School's historic capital expenditure projects.
- Liaising with the Treasurer and College Accountant at Christ Church, and with the Cathedral Registrar, as a senior officer in Christ Church's financial administration.

General Management and Administration

- Attending regular meetings of the School's Governing Body, the Finance Committee, the Cathedral School Committee of Christ Church, and the School's Senior Management Team;
- Ensuring that the School's insurance policies are up to date and provide adequate coverage;
- Working closely with the House Surveyor and the Clerk of Works in arranging maintenance work and major capital improvements.

Health and Safety

- Ensuring compliance with health and safety requirements, undertaking responsibility for risk assessments and ensuring the maintenance of proper accident and first aid records;
- Acting as a Fire Marshal, and maintaining fire risk assessments and fire records;
- Acting as HMO manager of the School's off-site house in Oxford, which provides accommodation for certain staff members.



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HR

- Preparing contracts of employment for new staff;
- With the Headmaster, determining appropriate pay offers for new staff and the School's annual pay increase;
- Undertaking gender pay gap reporting in liaison with the College Accountant at Christ Church;

Essential Criteria

The successful candidate will demonstrate the following key skills, experience and attributes:

- CCAB qualified or having equivalent experience gained from senior roles in the finance sector;
- Expertise in producing monthly management accounts, cash flow forecasts, annual budgets and five-year plans;
- Excellent communication, presentation and written skills, with the ability to explain financial information clearly to non-finance stakeholders;
- Proactive and adaptable, with a positive approach to managing multiple priorities;
- Experience in leadership or management of staff and developing an open and supportive working environment.

Desirable

Experience of schools or similar institutions may be an advantage.

Terms of appointment and conditions of office

An appropriate salary (circa £65,000) and remuneration package will be negotiated, which will reflect the importance of the post and the experience and standing of the successful candidate.

Any offer will be subject to a satisfactory medical examination, references and an enhanced Disclosure and Barring Service check.



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How to apply

Please send the application form, along with a letter of application, to:

Richard Murray

Headmaster

Christ Church Cathedral School, Oxford

OX1 1QW

Or by email to schoolsecretary@cccs.org.uk

Applications should arrive no later than **12th March at 12.00 pm**. The sooner we receive your application, the sooner we can review it and begin allocating interview slots. Early submission helps us process your candidacy more efficiently and move forward with the next steps promptly.

The Headmaster would be delighted to talk through the role with any interested candidates. Please email the School Secretary at schoolsecretary@cccs.org.uk to arrange an appointment to talk.

